

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Deputy Court Administrator

GRADE: G-33 (Administrative Specialist III)

SALARY: \$83,029 - \$123,000 (NEGOTIABLE, BASED ON APPLICANT'S QUALIFICATION)

LOCATION: Court Administrative Office, Circuit Court, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent reports to the Court Administrator and has general supervision over the Administrative and Operational functions of the Circuit Court. The Deputy has direct supervisory responsibilities for Bail Bonds, Court Administration, Court Reporters, Human Resources, Court Interpreters' Office, Jury Operations, Law Library, Problem Solving Courts, and the Research Analyst. The Deputy monitors purchasing and payment authorizations and expenditures. The Deputy reviews all contracts, Memorandum of Understandings, personnel policies and other legal documents. The Deputy communicates and coordinates with the County's Office of Law for Circuit Court contract review. The Deputy oversees all aspects of the Jury Operation and may be designated as the Jury Commissioner by the Administrative Judge. The Deputy represents the Court in meetings; communications with the Administrative Office of the Courts; the County's Budget and Finance and other agencies. Assists in formulating general operating policies and makes recommendations to the Court Administrator and the Administrative Judge. The Deputy may assume other duties as delegated by the Court Administrator and Administrative Judge in the furtherance of effective administration of the court.

QUALIFICATION REQUIREMENTS

Bachelor's Degree required. Master's Degree in court, social sciences, public administration, business administration or law degree preferred and 5 years managerial and supervisory experience. Must have experience in leading large organizations and possess quantitative and analytical skills. Knowledge of Employment/Personnel Law is a plus. Have the ability to lead, manage and supervise day-to-day activities of subordinates and work in teams with judges, staff and external court staff to foster a teambuilding environment. Have the ability to interact professionally with judges, attorneys, court, public officials, co-workers and colleagues. The ability to speak Spanish is a plus. In addition to the customary references, writing samples and a background check will be requested. A Circuit Court for Prince George's County application must be submitted for this announcement. Applications can be obtained at the address below.

CLOSING DATE: Applications must be submitted by 5:00 p.m. Eastern Standard Time (EST) on **October 22, 2015.**

APPLY TO: Director of Human Resources
Court Administrative Office, Room M2407, Courthouse,
Upper Marlboro, MD 20772
FAX: (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized alien workers. Applicants who are selected for employment will be required to show and verify authorization to work in the United States.

Circuit Court for Prince George's County is an Equal Opportunity Employer, Committed to Diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.

Reasonable accommodation upon request..